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Minutes for the institutional research Committee

Date and Time: October 25, 2018 at 3 pm

Location: A307

Presiding: Diana Macri

Present: Rowland Ramdass (Secretary),Asrat Amnie, Soheli Chowdhury, Denise Cummings-Clay, Emerald Nwanne (taking the place of Piotr Kocik)

Absent: Stephen Kena, Destini Murray-Mitchell, Ancy Skaria, Jason Buchanan, Lizette Colon.

Guests:

Minutes Prepared By: Rowland Ramdass

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| **TOPIC** | **DISCUSSION** | **DECISION / ACTION** |
| Call to Order | Quorum was met |  |
| **TOPIC** | **DISCUSSION** | **DECISION / ACTION** |
| Acceptance of Agenda | Last meeting Quorum was not met | Group reminded that quorum must be met in order have meeting |
| **TOPIC** | **DISCUSSION** | **DECISION / ACTION** |
| Meeting times | Discussion regarding scheduling of meeting times | Committee to decide to limit group to nine to met quorum. Prof. Macri will meet with Senate Chair, Prof. Ialongo, to get clarification on procedures for doing this. |
| **TOPIC** | **DISCUSSION** | **DECISION / ACTION** |
| Review committee charge | Committee discussed the charge of the IRC; several members asked for clarification on the function of the IRC committee.  Chair Macri reflected on last meeting and comments by Piotr Kocik, i.e. focus on college’s strategic plan and facilitating dissemination of information to faculty. | Members will reflect on existing committee charge and possible edits which may be made to clarify function/goals of the committee. |
| **TOPIC** | **DISCUSSION** | **DECISION / ACTION** |
| Hostos Strategic plan | Members discussed the Strategic Plan | Tools to assist in collecting data such as Starfish and barriers to implementing. |
| **TOPIC** | **DISCUSSION** | **DECISION / ACTION** |
| Goals of the IRC committee | Chair Macri to create a chart breaking down existing committee charge and send to members for feedback/suggestions. | Members to work on goals for the IRC committee for AY 2018-2019. |